

## Notice Request by Party

This lesson explains how to docket a Notice Request to add an interested party to the master mailing list.

**STEP 1:** Click the [Bankruptcy](#) hyperlink on the ECF main menu. (See Figure 1).

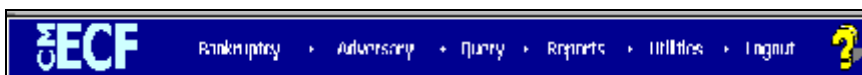


Figure 1

**STEP 2:** Select [Notice](#) from the list of categories.

**STEP 3:** The **CASE NUMBER** screen displays.

Enter the case number using the YY-NNNN format.

Click the **[NEXT]** button.

**STEP 4:** The **EVENT SELECTION** screen displays.

Scroll to **Request for Notice** or type an **R** to move down the list faster.

Click the **[NEXT]** button.

**STEP 5:** The **Joint Filing Box** displays.

Bypass this screen by clicking **[NEXT]**.

**STEP 6:** The **PARTY SELECTION** screen displays.

Click the **Create/Add New Party** hyperlink.

**STEP 7:** The **PARTY SEARCH** screen displays.

Enter the creditor's business or last name in the **Last/Business Name** field.

Click the **[Search]** button.

**STEP 8:** The **SEARCH RESULTS** screen displays.

Click on the creditor's name from the list to select it.

- Verify the creditor's address information.
- Click on **Select name from list** button; make changes to the address as appropriate.
- **IMPORTANT:** The **Role Type** must be changed to **Creditor or Interested Party**.

If the creditor is not listed, click the **[Create new Party]** button.

**STEP 9:** The **PARTY INFORMATION** screen displays.

Enter the address in the manner indicated below. An address

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2.)

The screenshot shows the ECF Party Information form for Darlene P. Smitherman (SSN: 036-34-0011). The form is set against a pink background. The fields are as follows:

- Office: [Empty]
- Address 1: 13 Maple Ave, Apt. 13-D
- Address 2: [Empty]
- Address 3: [Empty]
- City: W. Warwick
- State: RI
- Zip: 02893
- County: Kent
- Country: USA
- Phone: [Empty]
- Fax: [Empty]
- E-mail: [Empty]
- ProSe: no
- Role: Creditor (cr.cr)
- Party text: [Empty]

Buttons at the bottom: Submit, Cancel, Clear.

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Darlene P. Smitherman  
13 Maple Ave., Apt. 13 D  
W. Warwick, RI 02893

**NOTE:** The creditor's address must be entered!

**NOTE:** Do **not** use the "/" symbol to designate c/o - use c.o

**VERY IMPORTANT** The **Role** must be either **Creditor or Interested Party**

Click the **[Submit]** button.

**STEP 10:** The **PARTY SELECTION SCREEN** displays.

The creditor's name is preselected.

Click the **[NEXT]** button.

**STEP 11:** The **Attorney-Party Association** screen displays

Bypass this screen by clicking **[NEXT]**.

**STEP 12:** The **PDF ATTACHMENT** screen displays.

Locate and attach the PDF imaged document.

Click the **[NEXT]** button.

**STEP 13:** The **NAME/NUMBER VERIFICATION** screen displays.

Verify the case name and number.

Click the **[NEXT]** button.

**STEP 14:** The **FINAL TEXT** screen displays.

Review the docket text. This is your last opportunity to make changes.

SAMPLE DOCKET TEXT**Notice Request Filed by Jane Doe on behalf of Jane Doe.  
(Doe, Jane).**

Click [**Back**] on the browser toolbar to make changes, if necessary.

When no changes are necessary, click the [**NEXT**] button to proceed.

**STEP 15:** The **NOTICE OF ELECTRONIC FILING** screen displays.

The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document is now an official court document.

- To print a copy of the notice, click the browser [**Print**] icon.
- To save a copy of the receipt, click [**File**] on the browser menu bar and select **Save Frame As**.
- The save box that displays allows you to name and save the page in some format. The format type is generally defaulted to HTML.